



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSON INTERESTED

PROJECT TECHNICIAN IV

PN# 102684

Department of Public Works & Engineering

Public Utilities Division

Utilities Maintenance (WPA)

611 Walker*

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents. Supervises section; schedules and reviews work, trains and evaluates employees. Prepares design concepts, graphic illustrations, exhibits and construction drawings according to specifications. Coordinates procurement of materials and services. Prepares, reviews and monitors operating budgets and expenditures. Provides reproduction service for blueprints, engineering copies, etc. Maintain recorders and reports. Reviews and evaluates changes to improve designs. Coordinates projects with various departments and agencies.

10 WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Engineering, Drafting, Designing or closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Five years of related experience, such as engineering, drafting and/or designing, are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2).

14 PREFERENCES

Preference will be given to applicants with knowledge and experience in IMS, GIMS and contracts.

15 SELECTION/SKILLS TESTS REQUIRED

None
However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20

\$1,151 - \$1,574 Biweekly \$29,926 - \$40,924 Annually

18 OPENING DATE

February 23, 2005

19 CLOSING DATE

March 08, 2005

20 APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) telephone number is 713 837-9496.

An equal opportunity employer